Project: Facilities Maintenance Planning
Council Priorities: Safe and Secure Communities, Quality of Life, Sustainable Growth and Development
Performance Measure: 1.27 Infrastructure and Asset Replacement, 3.14 ADA Transition Plan, 4.4 Facilities Condition Index

This project will involve using tools to capture replacement data, structure the scheduling of replacement and renovations of ADA specific needs as well as integration of PM programs for our high dollar systems will increase longevity of facilities and assets. Project activities will include develop a process to capture when new equipment is replaced; entering/tracking new equipment into software. Part of the process creation would include any city building remodel and new buildings-spec of how it could/should work; Set up reoccurring preventative tasks in Maintenance connection ; Developing Preventative Maintenance progress reports and documents to show PM work and scheduling; Co-manage projects relating to deficiency items.

Skills, Knowledge and Abilities best-suited for the project: *ArcGIS, MS Excel, MS PowerPoint, MS Word, SharePoint, Collaboration, Communication, Critical Thinking, Data Analytics, Initiative, Interpersonal Skills, Organizational Skill, research & Analysis, Self-directed, Time Management, Writing*